

Notice: Information requested on this form is required to request reimbursement for grant expenditures under ch. NR 47, Wis. Adm. Code. The Department will be unable to process your reimbursement request unless you complete and submit this form. Personal information collected will be used for program administration and may also be made available to requesters under Wisconsin's Open Records law [ss. 19.31 – 19.39, Wis. Stats.]

Municipality Name	Treatment Block Number	County
Eligible administrative expenses for the period (check one): <input type="checkbox"/> July 1 through December 31, postmark deadline January 7. <input type="checkbox"/> January 1 through June 30, postmark deadline July 15.		
<p>A. Aerial spray cost records will be kept separately and will automatically be calculated into grant reimbursements.</p> <p>B. Mail completed forms to your DNR Regional Gypsy Moth Suppression Coordinator</p> <p>C. Treatment blocks that receive aerial insecticide are eligible for reimbursement.</p> <p>D. Number each treatment block that is part of this application.</p> <p>E. Fill out grant reimbursement request and expense worksheets for each block. Copy these forms for each additional treatment block as needed.</p> <p>F. Proof of payment for the expenses must be kept on file for 4 years, such as invoices, receipts, canceled checks, copies of newspaper advertisements, time sheets, documentation for travel and mileage.</p> <p>G. The DOA and DOT rates are updated annually and may be found on the DNR website at http://www.dnr.state.wi.us/org/caer/cfa/LR/gypsy/moth.html.</p>		
1. Travel: Mileage accrued in vehicles used in preparation of sprayed blocks. Mileage is reimbursable but must be no more than the DOT standard rates. Summarized from the Mileage Tracking Worksheet.		
2. Planning Supplies: Cost of topographic maps, aerial photos, and other supplies needed for planning treatment blocks and conducting the spray program. Summarized from Cash Expenditures Worksheet.		
3. Educational materials: Cost of producing or reprinting publications, literature and maps necessary to inform the public about the suppression program. Summarized from Cash Expenditures Worksheet.		
4. Landowner notification supplies: Costs associated with public relations, supplies and postage for notification letters, publication of legal notices, newspaper advertisements, room rental for the two required public meetings, phone bills and documented proportion of office rental. Summarized from Cash Expenditures Worksheet.		
5. Communication supplies: Rental of communication equipment, cellular phone service from April 20 th through June 10 th that is directly related to aerial treatments. Summarized from Cash Expenditures Worksheet.		
6. Municipal Personnel costs: Salary/wage and benefits (not to exceed the DOA fringe rate) for time administering the cost share program for treated blocks. Personnel may include the municipal coordinator, contract employees, administrative support, temporary employees and accounting support. Costs associated with municipal coordinator duties, attending DNR training sessions, egg mass surveys in treated spray blocks, collecting treatment funds, organizing paperwork, etc. Summarized from Individual Labor Services Worksheet and Labor Summary.		
7. Local Coordinator Personnel costs: Salary/wage and benefits (not to exceed the DOA fringe rate) for time administering the cost share program for treated blocks. Personnel may include the local coordinator, administrative support, temporary employees and accounting support. Costs associated with local coordinator duties, attending DNR training sessions, egg mass surveys in treated spray blocks, collecting treatment funds, organizing paperwork, etc. Summarized from Individual Labor Services Worksheet and Labor Summary.		
Total Administrative Expenses		\$

Municipality Name			Treatment Block Number			County	
Mileage Tracking Worksheet							
Maintain record of vehicle use for reimbursement; use local rates, reimbursable up to DOT standard rate. Send this form in with Grant Reimbursement Request. Copy as needed.							
Date	Equipment Used	Rate	X	Total Miles	=	Total Amount	Description of Work Performed
			X		=		
			X		=		
			X		=		
			X		=		
			X		=		
			X		=		
			X		=		
			X		=		
			X		=		
			X		=		
			X		=		
			X		=		
				Total	= \$		

*The DOT rates are updated annually and may be found on the DNR website
<http://www.dnr.state.wi.us/org/caer/cfa/LR/gypsy/moth.html>